



# CITY OF ATLANTA

## Job Announcement

### PLANS REVIEW SPECIALIST

**STARTING SALARY: \$39,846**

**Salary Grade: 19**

**Salary is Negotiable Above Entry Level**

**Applications Accepted From: January 23 , 2006 until vacancies are filled.**

#### **Minimum Job Requirements**

Persons applying must have an associate's degree in Architectural or Mechanical Engineering or Construction related field, and three years of building, elevator, plumbing, inspection, zoning, codes compliance, or related experience, which included at least one year of public contact experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**This position requires the ability to read blueprints and construction plans.**

#### **Licenses and Certificates**

Persons selected for these positions must possess and maintain a valid Georgia Driver's License and be eligible to become a Special Police Officer for the duration of employment.

#### **Duties of the Job:**

This employee may be assigned to one of the following divisions within the Bureau of Buildings (Permitting, Inspection, Elevator, Plumbing or Zoning as Plans Review Specialist. Based on area of work assignment, employee reviews building construction plans to ensure compliance with regulatory codes, ordinances, and laws relative evaluates and approves building plans and specifications that comply with city codes and regulations regarding zoning, structural adequacy, life safety, and fire emergency exit configuration; assists a high volume of architects, engineers, developers, and customers in voluntary conformity to building code regulations; answers inquiries regarding construction materials and procedures; explains departmental procedures to customers in order to facilitate permit issuance; directs customers to appropriate divisions for requested services.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.**

**The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.**

Vehicle Provided.